

## SUPERINTENDENT OF ROAD AND STORM SEWER MAINTENANCE

### NATURE OF WORK

This is responsible administrative and supervisory work directing the maintenance and repair of hard surfaced and non-hard surfaced roads and storm sewers.

Work involves responsibility for planning, assigning and supervising the maintenance and repair of hard surfaced and non-hard surfaced roads and storm sewers; participates in the preparation of equipment specifications for new equipment in conjunction with the Superintendent of Equipment Management; and maintaining road medians, highway right-of-ways and open drainage channels. Work also includes directing the snow removal and weed control programs; preparing an annual budget request and monitoring the expenditure of funds. Work is performed under the general supervision of the Public Works Maintenance Coordinator with work being reviewed in the form of conferences, reports submitted and results achieved. Supervision is exercised over a large group of skilled, semi-skilled and unskilled subordinates.

### EXAMPLES OF WORK PERFORMED

Plans, assigns and supervises the maintenance and repair of hard surfaced and non-hard surfaced roads and storm sewers.

Plans and directs the snow removal program including sanding, plowing, and removal of snow.

Directs, through subordinate supervisory personnel, the weed control program including planting, seeding and mowing of medians and highway right-of-ways.

Plans and directs, through subordinate supervisory personnel, all street cleaning operations including maintaining and emptying all litter receptacles.

Prepares annual budget request and monitors the expenditure of funds; participates in the preparation of equipment specifications for new equipment in conjunction with the Superintendent of Equipment Management.

Checks, reviews and recommends approval or disapproval of all promotions, merit ratings, salary increases or varied disciplinary actions to the Public Works Maintenance Coordinator.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of equipment, methods and procedures related to the maintenance and repair of hard surfaced and non-hard surfaced roads.

Thorough knowledge of the materials and techniques utilized in the maintenance of hard surfaced and non-hard surfaced roads and storm sewers.

Thorough knowledge of snow removal and street cleaning practices and procedures.

Knowledge of engineering survey techniques.

Knowledge of the materials required in planting and maintaining medians and highway right-of-ways.

Ability to plan, assign and supervise the work of skilled, semi-skilled and unskilled subordinates engaged in the maintenance and repair of hard surfaced and non-hard surfaced roads and storm sewers.

Ability to establish and maintain effective working relationships with employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to prepare reports and maintain records.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school with thorough experience in the supervision of municipal public works construction, maintenance and repair programs including considerable experience in a supervisory capacity.

#### MINIMUM QUALIFICATIONS

Graduation from senior high school with considerable experience in municipal public works construction and maintenance programs including some experience in a supervisory capacity or any equivalent combination of training and experience which provides the required knowledge, abilities and skills.

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